

DATE: 1/5/2026

COUNCIL ACTION FORM

AGENDA ITEM: PROGRAM AND FACILITY COORDINATOR POSITIONS

HISTORY:

As Parks and Recreation continues to grow and develop, we have found it necessary to employ individuals with a diverse background in Parks and Recreation. This includes competent knowledge of diverse recreational programming, facility management, event coordination, employee training, customer service, along with the knowledge of various computer applications. In order to serve our community best at the Field House, aquatic center, and other outdoor recreation facilities, it is vital that we have individuals working together to operate our current and growing programs and facilities. Currently we have our Director, Program Assistant, and Building and Grounds Coordinator working on providing program and facility services on a daily basis.

Hiring two (2) Program and Facility Coordinators in place of the Program Assistant and Buildings and Grounds Coordinator will help ensure that staffing is appropriate to complete all the essential functions of Nevada's recreational programs and facilities. Once the Program and Facility Coordinator positions are filled, the intent would be to leave the current Program Assistant and Building and Grounds Coordinator positions open.

Please see the attached job description for the Program and Facility Coordinator positions. Salary range would be equivalent to that of Accountant/Youth Librarian/Police Clerk II positions within the City. If approved, by Council, the goal would be to begin the application process, conduct interviews and have both positions filled on or before February 2, 2026.

OPTIONS:

1. Accept the Program and Facility Coordinator job description, including the hiring process, officially filling both positions, on or before February 2, 2026.
2. Do nothing at this time.

STAFF RECOMMENDATION:

Staff recommends accepting Option #1. Accept the Program and Facility Coordinator job description, including the hiring process, officially filling both positions, on or before February 2, 2026.

If you have any questions, please feel free to contact me at 382-4352 (office) or by email at nevadarecreation@gmail.com



**Position Description
Program and Facility Coordinator**

Department: Parks and Recreation

Reports To: Parks and Recreation Director

FLSA: Non-Exempt

Purpose of Position

Under the administrative supervision of the Parks and Recreation Director, performs a variety of duties involved with the daily operations of the Field House and SCORE Recreation/Athletic Complex, along with other City facilities as assigned. Trains, assigns, schedules and directs the work of personnel engaged in seasonal recreation and aquatic activities for the department. Compiles and maintains required reports of departmental programs, activities, services, and facilities for approval.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Meets and consults with the Parks and Recreation Director, Assistant Director, related staff and other departments, City employees and representatives of community groups to coordinate all phases of assigned programs, events, rentals and related activities.
- Establishes functional organizational units within assigned areas of responsibilities and designates part-time, seasonal, and volunteer personnel to operate and supervise such units.
- Establishes and implements broad program planning and operational policies, processes and procedures in consultation with the Parks and Recreation Director.
- Attends regular and special meetings with the Parks and Recreation Director and the Parks and Recreation Board to review the adequacy of existing program policies and procedures, and makes modifications as necessary.
- Oversees the work assignments of assigned personnel including, part-time, permanent part time, seasonal, and volunteers, and the coordination and control of their activities through regular checks including cleanliness and set up of activity sites and facilities for various events and activities.
- Works with the Director to develop, prepare, and evaluate a master calendar for all scheduling of all Parks and Recreation activities and hosted events.
- Plans and prepares event and program information and publicity such as fliers and brochures, and makes public presentations regarding those events and programs.
- Coordinates and schedules special events and activities with Park personnel, organizations, businesses, vendors, and the news media.
- Attends meetings, conferences, and workshops as requested and authorized.
- Trains, assigns, schedules, and directs the work of personnel in a diversified aquatic operation and its associated programs for all ages for the residents of Nevada and surrounding areas.
- Supervises Field House, recreation/athletic complex, fields, aquatic center, and concession stand operations, including equipment, inventory control, and daily accounting.
- Administers state laws as they relate to swimming pools, sale and consumption of beverage and food sales, reporting violations to the Director.

- Ensures personnel comply with applicable safety, labor and occupational health standards and department policies and procedures.
- Maintains records of guard certification; payroll records, and supervisory payroll processing; places chemical, custodial supply, food and beverage orders, and the purchasing procedures.
- Mows, sprays, landscapes, trims trees and bushes, and prepares and maintains parks, aquatic center, ball fields, and various City properties as needed or directed.
- Assists in the regular inspection of, performs maintenance, and maintains records of Field House services and equipment.
- Attends the meetings and provides monthly progress report to the Parks and Recreation Board as requested by the Parks and Recreation Director or City Administrator.
- Maintains a complete and up-to-date record of inventory for the Parks and Recreation Department.
- Ensures departmental policies and safety procedures are followed.
- Consults with Parks and Recreation Director for approval to purchase supplies.
- This position requires a flexible work schedule, including various day, night and weekend shifts to ensure coverage of operations.
- Performs related work as required.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Works in cooperation and assists other city departments.
- Attends courses and seminars to keep current on park and recreation matters and to maintain necessary certifications.
- Makes phone calls and inquiries for information from various sources.
- When needed, removes snow/ice from all City sidewalks and lots in a timely fashion as directed to ensure pedestrian safety; assists with other snow removal as directed and required.
- Performs other duties as apparent or assigned.

Minimum Education or Experience Required

Two to three years related experience and/or training, or bachelor's degree from a four-year college or university and one to two years related experience and/or training; or equivalent combination of education and experience. Degree in Parks and Recreation or closely related field.

Preferred Education or Experience Required

Four to five years related experience and/or training, or bachelor's degree from a four-year college or university; or equivalent combination of education and experience.

Other Requirements – Certificates/Licensures

- Valid Iowa Driver's License.
- Certified Pool/Spa Operator within six months of hire.
- Lifeguard Training within one year of hire.
- Lifeguard Instructor Training within two years of hire.

Knowledge, Skills, Abilities

- Thorough knowledge of the practical application of methods, materials, and practice used in a comprehensive community recreation program.
- Ability to solve practical problems that have a variety of variables with limited standardization.
- Ability to perform simple addition and subtraction, copy figures, count, and record numbers.
- Ability to work with and supervise youth and adults involved in all types of recreation and aquatic programming.
- Ability to exercise a high level of independent judgement in hiring, training, scheduling, motivating, disciplining, and supervising personnel.
- Ability to use a mobile radio, computer, calculator, and a telephone.
- Exhibit a high level of public relations and customer service skills to confer with citizens on complaints, problems or service requests both verbally and in writing.
- Ability to work well independently and take responsibility for following previously outlined procedures to their logical end.
- Ability to perform work under strict guidelines and other time pressures.
- Knowledge of business matters, including proper grammar and use of English in speaking and writing, and computer operations and applications including word processing and spreadsheets.
- Knowledge of equipment operation and repair, including basic understanding of hand tools and small machinery; ability to operate and repair equipment; driving skills; and OSHA standards and regulations.
- Knowledge of federal and State statutes concerning the work of the department.
- Ability to pass drug screening.
- Ability to reliably and predictably carry out duties.
- Ability to solve practical problems that have a variety of variables with limited standardization.
- Ability to perform simple addition and subtraction, copy figures, count, and record numbers.
- Exhibit a high level of competency in the operation of light and medium construction grounds maintenance equipment including, but not limited to, car/light trucks, mowers, trucks, chemical sprayers, and tractors.
- Ability to perform manual labor for extended periods of time, often in inclement weather.
- Ability to plan, assign, and direct the work of departmental staff.
- Ability to work well independently and take responsibility for following previously outlined procedures to their logical end.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

General purpose maintenance and cleaning equipment, general purpose hand tools, trucks, cars, UTV's, safety equipment, protective clothing, mowers, tractors, trimmers, pumps, vacuums, pickups, UTVs, safety equipment, chemical sprayers, saws, grinders, trimmers, ladders, chains, spreaders, measuring equipment, hazardous chemicals and materials, chemical feed systems, SDS documentation, dictionary, telephone, mobile radio, calculator, personal computer, computer printer, fax machine, photocopier, camera/video equipment, and various sports and related equipment.

Supervision

Assists with the overall direction, coordination, and evaluation of a program function or unit for the department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include supervising direct reports; interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl, and talk or hear. The employee regularly lifts and/or moves up 25 pounds, and will occasionally lift and move up to 100 pounds with or without assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to toxic or caustic chemicals. The employee is regularly exposed to moving mechanical parts and fumes or airborne particles. The employee is regularly exposed to outside weather conditions; risk of electrical shock, dampness, direct sunlight, dust, pollen, insect stings, and animals. The noise level in the work environment is usually loud. The work may expose the employee to unpleasant social situations, significant workplace pressure, and involves evening and weekend workhours and responding to emergencies.

The City of Nevada is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. (Amended 10.6.2023)

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Department Head

Date

City Administrator

Date